

TOWN OF STERLING  
Board of Selectmen/Department Head Meeting  
October 19, 2016

MEETING:	Chairman Kilcoyne called the meeting to order at 3:30 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane – present.
Adjourn	<p>The Board thanked the Department Heads for attending the meeting.</p> <p>Chairman Kilcoyne stated that the main purpose of the meeting was to ask everyone to assist Anne Cervantes, Interim Town Administrator, in this time of transition. Also the Board wishes to solicit input from Department Heads and staff regarding their opinions as to the desirable qualities and strengths that the Search Committee should consider in seeking the next Town Administrator. Once the New Town Administrator Search Committee has determined their contact person, the Department Heads will be advised as to whom they and staff should submit their suggestions.</p> <p>Department Heads were reminded that any IT issues must be funneled through Ms. Cervantes. They were also reminded that they should keep the Interim Town Administrator updated on activities within each department.</p> <p>At 3:58 Chairman Kilcoyne moved to adjourn the meeting. Selectwoman Cranson – 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane - Aye.</p>